

## **CATEGORY I Academic Administrators with Academic Tenure**

1. Appointments are generally made for a specified duration with the understanding that the Dean serves at the pleasure of the Provost. The appointment carries a twelve month effort to the University with the opportunity to earn 22 days of paid vacation for each calendar year. Vacation and holidays are tracked on a payroll card (Leave Record) to provide for an accrual system during the time of the appointment. It is expected that vacation will be taken within the year. Should there be vacation accruals on the Leave Record upon return to 9-month faculty status or upon leaving the University, they will be paid off up to a limit of 60 days.
2. Holiday benefits include 12 State holidays or compensatory days in lieu thereof. Holidays, which do not conflict with the academic calendar, may be taken off.
3. Sick leave benefits are derived from the By-Laws policy. Each case is considered separately and involves careful consideration of length of service, nature of the illness and anticipated length of disability. Application for sick leave should be made no later than ten days after the staff member's return to work. The department and the Dean should forward each application for such leave to the Provost for approval. Approved leaves of absence are submitted to the Board of Trustees for their information.

## **CATEGORY II Law School Faculty (i.e., 9 month faculty)**

1. Faculty have 9 months of assigned duties.
2. Sick leave is determined under the By-Laws policy, as in C. above.
3. No Leave Record is submitted. Time away from one's duties is arranged with the Department Head and Dean.

## **CATEGORY III Non-faculty managerial and confidential exclusions, including certain Administrators, Directors, Regional Campus Directors, Staff Professionals and other exempt positions**

1. These employees submit a Leave Record each pay period and accrue vacation (22 days a year) and holiday time (12 State holidays) on a monthly basis under the guidelines for the non-teaching unclassified staff. Managerial and confidential staff who were employed before 1980 are covered by the "grandfathered" provision regarding vacation accruals. "Managerial and confidential employees who have accumulated more than 60 days of unused vacation as of July 1, 1980 shall retain their accumulation provided that in no case may they exceed the number of days they presently have. The "grandfathered" accumulation diminishes upon use until it reaches 60 days. It does not remain as a permanent entitlement of accrual above 60 days. Once below 60 days, accumulation cannot exceed 60 days again." At the end of each calendar year vacation accruals which exceed 60 days will be lost. In exceptional circumstances the President, Provost, Vice Provost or Vice President may give permission to carry the additional days into the succeeding year with the understanding that they will be used that year and the accrual will not exceed 60 again. In the event that a manager in Category III becomes a member of the faculty bargaining unit, he or she should use existing vacation accruals to the extent possible prior to returning to the bargaining unit. In cases where unused vacation cannot be used, the individual will be paid for vacation accruals documented on the Leave Record up to a maximum of 60 days. Upon leaving the University managerial and confidential staff will be paid for unused vacation accruals on the Leave Record up to a maximum of 60 days.
2. Holiday benefits include 12 State holidays or compensatory days in lieu thereof.
3. Personal leave time of 1 1/2 days is available at the beginning of each fiscal year, July 1.
4. Sick leave is not accrued, but is available as a pool of 15 days at the beginning of each fiscal year, July 1. Requests for additional sick leave follow the By-Laws as in Category I.C. above. (For those who filed time cards prior to 1977, their 1977 sick leave balances are grandfathered for redemption upon retirement. This is also true if an individual moved to unclassified managerial/confidential exempt status at the University from the classified service at any time.) Up to 5 days of sick leave may be used for illness or death in the immediate family and up to 10 days for the illness of one's child or one's parent.
5. Since managerial personnel are generally self-directed in the performance of their duties, they do not accrue compensatory time.
6. Since confidential employees are directed by managerial personnel, the compensatory time provisions of the UCPEA contract shall apply.